

For Hong Kong Mortgage Property Loan

Applicant Name: _____

ID/Passport No.: _____

Application Submitted Date: _____

For your mortgage application processing, please submit the documents together with this page by email to Mortgage Support Team of the Bank. (email address: LCCCGREEN@hkbea.com)

DOCUMENTS REQUIRED FOR MORTGAGE LOAN APPLICATION	
Personal Customer	
<input type="checkbox"/> Copy(ies) of Hong Kong Identity Card or valid passport (For non-permanent resident Hong Kong Identity Card holder(s), copy(ies) of valid passport are required) for mortgagor(s)/borrower(s)/guarantor(s)	
For Pan Asian Super First mortgage and Credit Card Application	
<input type="checkbox"/> Copy(ies) of the latest residential address proof within the last 3 months, e.g. electricity bill, bank statement, etc.	
Property Information	
<input type="checkbox"/> Provisional or Formal Sale & Purchase Agreement (For completion of new property purchase)	
<input type="checkbox"/> Stamped tenancy agreement or tenancy agreement without stamp but supported by 2 months rental deposit records (For Property under tenancy)	
<input type="checkbox"/> Latest 3 months repayment records (For Transfer/Refinancing mortgage application)	
<input type="checkbox"/> Updated repayment schedule of the existing mortgage (For Transfer/Refinancing mortgage application)	
Income Proof	
Fixed Income Earner(s):	Non-fixed Income Earner(s):
<input type="checkbox"/> Latest 1 month's bank statement/passbook AND Any one of the followings: <ul style="list-style-type: none"> <input type="checkbox"/> Latest 3 months' salary deposit records OR <input type="checkbox"/> Latest 3 months' salary payroll slip* with employer's name OR <input type="checkbox"/> Latest Tax Demand Note plus latest 1 month's salary deposit record or salary payroll slip with employer's name * If payment is paid by cheque or account transfer, relevant 3 months of deposit record is required.	<input type="checkbox"/> Latest 6 months' bank statement/passbook showing salary deposit records AND Any one of the followings: <ul style="list-style-type: none"> <input type="checkbox"/> Latest 6 months' salary payroll slip with employer's name OR <input type="checkbox"/> Employment contract OR <input type="checkbox"/> Latest tax demand note
Bonus earned from employment can be calculated as part of the income. Additional document is required:	
<input type="checkbox"/> Proof of the amount of bonus earned over a period of 2 years (If the bonus amount earned is shown in the basic document provided, applicant(s) only have to provide the proof of the amount of bonus earned in previous year.)	
Self-employed/Non-salary based applicant(s):	
<input type="checkbox"/> Valid business registration certificate of borrower's business	
<input type="checkbox"/> Latest 6 months' bank statement/passbook records of the major company account AND	
Any one of the followings: <ul style="list-style-type: none"> <input type="checkbox"/> Latest profit tax demand note OR <input type="checkbox"/> Latest audited financial statement 	
Bonus earned from employment can be calculated as part of the income. Additional document is required:	
<input type="checkbox"/> Proof of the amount of bonus earned over a period of 2 years (If the bonus amount earned is shown in the basic document provided, applicant(s) only have to provide the proof of the amount of bonus earned in previous year.)	
Asset Proof	
<input type="checkbox"/> Latest 1 month's bank statement/passbook AND	
<input type="checkbox"/> Proof of assets, e.g. cash, stock, funds, property(ies), etc.	
Company Customer	
<input type="checkbox"/> Business registration certificate/Certificate of Incorporation	
<input type="checkbox"/> Copy(ies) of Hong Kong Identity Card or valid passport (For non-permanent resident Hong Kong Identity Card holder(s), copy(ies) of valid passport are required) of all of the company directors	
<input type="checkbox"/> Copy(ies) of Hong Kong Identity Card or valid passport (For non-permanent resident Hong Kong Identity Card holder(s), copy(ies) of valid passport are required) of the company shareholder(s) who own not less than 25% of the issued share capital	
<input type="checkbox"/> Documents required for Company's guarantor(s) are same as Personal Customer	
Mortgage Referral	
<input type="checkbox"/> Mortgage Referral Form	
Other Documents	

The Bank reserves the right to request additional documents if required.